QMSC Meeting Notes for 03/12/98

- At the meeting with Mr. Diaz and other members of the EC on 3/9/98, it was requested that we examine the Scope of Certification to ensure that the process owners are identified, that they know who they are, and that they are expected to define and document the process as part of the QMS. The task of identifying the owners occupied us through the entire meeting.

- The attached pages are the results of the discussion. There are a few points that still require some clarification, such as the exact role of Code 500 in support of the suborbital programs' engineering. Therefore, the QMSC members have an action to mull over the charts, speak to their management and/or revisit this with other QMSC members as required, and notify the Project if changes are recommended or required.

- The chart is being distributed to the Directorates and Offices as a draft, with the promise that the Project will forward changes as soon as they are made and that the latest version will be kept on the website in the Project area.

- For interpretation of the entries:

  - The office indicated as *primary* is the process owner and is responsibility for defining and documenting the process.

  - The office indicated as *secondary* has a large stake in the process and should be part of process definition .

  - If there is more than one entry in the *primary* cell, it indicates that there are likely multiple parallel processes to perform the same or similar functions and that they are owned and operated by different offices. The goal should be to consolidate these into a single process if at all possible.

  - For Program/Project Management, the two right side columns were altered to indicate that there are separate *Program* and *Project* responsibilities at the Center. No secondary responsibilities were identified, although a case can be made for Code 700 to have at least some responsibilities under the *Project* column.

Process Owners for QMS Scope of Certification

- **Science Enabling Processes**

Element	Primary	Secondary
Grants Process	210	
Providing data to the science community (e.g., NSSDC, HEASARC, ESDIS)	600 900	400
Science support tools (e.g., IMDC)	700 600 900	500
Proposal support process	700	
Science research management process (e.g., Visiting committees and peer reviews)	600 900	

- **Systems Development Processes**

Element	Primary	Secondary
Space	500	
Balloons and instruments	500	
Sounding rockets instruments	500	
Aircraft experiments	500	
Ground systems	500	
Data systems	500	

- **Program/Project Management Processes**

Element	Program	Project
Cost, schedule, and technical control	170 180 400	400 800
Review and reporting	170 180 400	400 800
Budgets	170 180 400	400 800
Customer Agreement Implementation	170 180 400	400 800
Procurements	210	210
Safety and mission assurance	300	300

- **Technology Enabling Processes**

Element	Primary	Secondary
New concept studies	700	
Investment strategies	700	
Crosscutting developments	500	
Mission specific products	500	
Transfer	700	
Commercialization	700	

- **Mission Operations Processes**

Element	Primary	Secondary
Customers service commitments, including PSLAs and PCDs	400	